

# Leave of Absence Request Form

Sedgefield Hardwick is committed to maximising the achievement of all our students. There is a clear link between good attendance and educational achievement. We want all of our pupils in school for as much time as possible, we promote regular attendance and good punctuality in order to maximise their learning time and opportunities. We strongly discourage term-time breaks and holidays and we ask parents not to request them unless they are for *truly* exceptional circumstances.

## Points to Remember:

The Government has made it clear that parents **do not** have an automatic right to withdraw their child from school during term time.

The Government has made it clear that Head teachers **no longer have the discretion** to authorise term time absence, **unless it is due to exceptional circumstances.**

Taking a pupil out of school during term time disrupts their learning and may cause them to fall behind their peers and not achieve their full potential. Absence can also affect a child's relationship with others.

Term-time breaks when added to unpredictable absences e.g. for medical reasons, all add up. ***Learning time lost from school cannot be replaced!***

If a pupil is absent and the school suspects they have been on a holiday (as we all know children and their friends do discuss these things in school) we will request medical evidence to support the illness. If we are not provided with this evidence the absence will be marked as unauthorised.

**Unauthorised absences on your child's attendance record may mean that you are referred to the Education Welfare Service who may issue a Penalty Notice to each parent for each child taken out of school.**

Examples of Exceptional Circumstances may be:

- Where it is company/organisational policy for an employee to take leave at a specified time in the year and there is no opportunity for a family holiday in school holidays. This must be supported by documentary evidence from the organisation.
- Service personnel returning from/scheduled to embark upon a tour of duty abroad.
- To attend religious festivals or services such as the wedding or funeral of an immediate family member.
- Where a holiday is recommended as part of a parent or child's rehabilitation from a medical or emotional issue. Evidence must be provided, from qualified professionals, such as a doctor.
- Where there are other factors which the Head teacher may consider to be exceptional circumstances, this may be referred to the Local Authority for advice.

Each request will be considered by the Head Teacher. Term time holidays because they are cheaper out of school holiday term do not constitute exceptional circumstances and will not be authorised.



### Leave of Absence Request Details

<b>Name of child</b>		
<i>NB: A separate form needs to be completed for each family child requesting an absence</i>		
<b>Class</b>	<b>Teacher</b>	
<b>First Date of Absence</b>	<b>Date of Return</b>	
<b>Number of Days Requested</b>		
<b>Has leave of absence been requested in term time before?</b> YES <input type="checkbox"/> NO <input type="checkbox"/>	<b>Please give details</b>	
<b>Please give full details of the <i>exceptional</i> reasons for this term time absence request</b> <i>(Please attach any relevant evidence to support this request i.e. a letter from your employer, an additional letter with additional details etc)</i>		
Name of parent/carer (print <b>FULL</b> name)	Signature of parent/carer:	Date:

**For Office use only:**

Permission for leave: YES <input type="checkbox"/> NO <input type="checkbox"/>	Unauthorised: YES <input type="checkbox"/> NO <input type="checkbox"/>	Authorised: YES <input type="checkbox"/> NO <input type="checkbox"/>
Comments:		
Response sent to parents/carers: YES <input type="checkbox"/> NO <input type="checkbox"/>	Signature:	Date:
Notes:	Position:	
Current attendance %:	Previous leave of absence this academic year:	Does the dates coincide with SATS / other examination periods: YES <input type="checkbox"/> NO <input type="checkbox"/>
Any mitigating / aggravating circumstances (Including any ongoing medical issues):		